

JOB DESCRIPTION

POST: Electrician

DATE: October 2015

SERVICE: Estates and Facilities Services

POST NO: EFS- M18

STARTING DATE: As soon as possible

SALARY RANGE: Grade 4 - £20,630 to £23,125 per annum. This is inclusive of 2 hours contractual overtime

HOURS: 37 per week, plus 2 contractual overtime paid at time and a half

INDEFINITE/FIXED TERM: Indefinite

REPORTING TO: Head of Maintenance

THE POST

An experienced Electrician is required to undertake a full range of repairs and maintenance to all university premises. This will involve repairing heating and lighting controls, installing new circuits, fault finding, emergency light work, maintenance of installed plant such as heat recovery and air handling units, and work on both single and three-phase supplies.

The Electrician will join the Maintenance Workshop team which currently comprises 3 Electricians, 4 Plumbers/Gas Engineers, 1 Carpenter, 2 Painter/Decorators, 1 Halls Caretaker and 1 General Labourer. The team has adopted a system of increased flexibility whereby each person supports and assists the other trades whenever needed. The workshop team aim to increase productivity and give an improved response time for the benefit of all students, staff and visitors to the University.

MAIN DUTIES AND RESPONSIBILITIES

- Rectification of all electrical maintenance issues reported.
- Adjustment and replacement of faulty heating and lighting controls.
- Fault finding and electrical repairs.
- Repairs, adjustment and replacement of door locks (electric and mechanical), hinges and furniture.
- Replacement of lamps and light fittings.
- Maintenance of boiler control systems.
- Inspection of fridges, cookers and domestic type kitchen equipment for faults.
- Regular inspection of forced air extraction units and replacement of filters.
- Replenishment of salt supplies to water softeners.
- Driving maintenance vehicles when required.
- Ensuring that the workshop is clean, tidy and a safe working environment.

- Comply with good practice and the University Health & Safety policies.

Any other duties as reasonably required by the Director of Estates or the Head of Maintenance or his deputy.

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be at Grade 4, with a salary range of £19,083 to £20,198 per annum (£20,630 to £21,836 per annum including contractual overtime of 2 hours per week paid at time and a half) and annual incremental progression within this range. An upper range of £20,781 to £21,391 per annum (£22,466 to £23,125 per annum including contractual overtime of 2 hours per week paid at time and a half) will be available (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent on qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week plus 2 hours contractual overtime to be paid at time and a half, to be worked between the hours of 8.00am and 5.00pm, Monday to Thursday, and 8.00am to 4.00 pm on Friday. by agreement with your Line Manager. The post holder will be required to work additional overtime when it is necessary to complete a job, or make safe an emergency breakdown/repair before leaving the site. Any additional hours so authorised will be paid, or time off in lieu will be given, by agreement with the Head of Maintenance.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 21 days per annum, plus Bank holidays and two extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Holiday entitlement is increased by five days on completing five years' service prior to the commencement of a leave year on 1 April.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last two columns on the Person Specification (labelled A and I) indicate how each attribute is assessed.

A = application form, I = interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
EDUCATION/TRAINING				
Electrical qualification		X	X	X
EXPERIENCE				
Maintenance of domestic type electrical installations	X		X	X
Electrical systems associated with plumbing and boiler controls.		X		X
Customer care awareness	X		X	X
Minimum of 2 years' experience in a similar role	X			X
Heating and ventilating plant		X	X	X
KNOWLEDGE				
Health and Safety procedures	X		X	X
Good mechanical practice	X			X
Computer awareness		X		X

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
SKILLS/ABILITIES				
Able to diagnose faults and understand how to repair plant breakdowns.	X			X
Good communicator, capable of reporting back on maintenance carried out.	X		X	X
Ability to diagnose and rectify electrical faults in heating and lighting circuits	X			X
Knowledge of automatic door controls		X	X	X
PERSONALITY				
Ability to work on own initiative	X			X
Flexible in relation to work tasks	X			X
Considerate of other users of the University campus	X			X
Reliable	X			X
HEALTH				
Ability to negotiate a steep campus, some of which has non-level access and buildings of up to four storeys	X			X
The post will require the use of steps, ladders and access equipment	X			X
OTHER				
Full driving licence	X		X	

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports facilities are available, e.g. gym, squash, badminton, cricket, indoor soccer, tennis, etc and staff organise their own sporting activities.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity

We delight in diversity.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Mission Statement;

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.